

EXECUTIVE SECRETARIAT

Routing Slip

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Remarks:

3437 (10-81)

 11/1/82
Date



EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503

Executive Registry

82-12807

OCT 25 1982

MEMORANDUM FOR THE HEADS OF DEPARTMENTS AND AGENCIES

FROM: JOSEPH R. WRIGHT, JR.
DEPUTY DIRECTOR

SUBJECT: Use of Government Training and Conference Facilities

The campaign against waste in government continues to be a top priority of the Administration. Reform '88 is geared towards assisting us all in that effort -- but there are steps we can take in the short term. An obvious area with potential for savings is the use of training and conference facilities by executive agency personnel.

There are many government owned and operated training and conference facilities, particularly in the Washington, D.C., metropolitan area. These facilities, listed in the attachment for your convenience, usually are made available to other agencies at no cost or for a modest fee. You should take the necessary steps to assure that these government facilities are used whenever possible. Commercial, more expensive, facilities should be used only in those situations where a government facility is not available or can not meet reasonable requirements of the particular event.

I hope this is helpful to you and would appreciate your cooperation and attention to this area of savings in support of the President's cost reduction objectives.

Attachment

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ATTACHMENT

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GOVERNMENT TRAINING FACILITIES

COMMON NAME AND LOCATION	AGENCY	CONTACT NAME/ ADDRESS/TELEPHONE	LODGING CAPACITY	NUMBER MEETING ROOMS	CAP. OF MEETING ROOMS	CAP. OF GENERAL SESS. RM.	AVAIL. EATING FAC.	SECUR. CLEAR.
<u>DISTRICT OF COLUMBIA METROPOLITAN AREA</u>								
National Bureau of Standards Training Center Dept. of Commerce Gaithersburg, Maryland	DoC	Omar Halmat or Mary Ann Ray A-101, B-25 National Bureau of Standards Training Center Gaithersburg, MD 20760 921-3876	Local Hotels	12	88 (2) 63 (1) 60 (3) 44 (1) 15 (2) 12 (3)* *dining rooms	Audi- toriums 756 (1) 300 (1)	Yes	No
Defense Mapping Agency Topographic Center Washington, DC	DoD	Winifred Abell Defense Mapping Topographic Ctr. 6500 Brookes Lane Washington, DC 20315 (202) 227-2137	Local Hotels	3	30	Audi- torium 500	Yes	Yes
Defense Systems Mgmt. College Ft. Belvoir, Virginia	DoD	Jim Howell Defense Systems Management College Building 202 Ft. Belvoir, VA 22060	Ft. Belvoir BOQ	2	30	2 Audi- toriums 400 each	Yes	No
Industrial College of the Armed Forces Ft. McNair Washington, DC	DoD	Bob Hayes ICAF Ft. McNair 4th and P Streets, SW. Washington, DC 20314 693-1075	Local Hotels	22	50-100	3 Audi- toriums 300-500	Yes	No

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<u>DISTRICT OF COLUMBIA METROPOLITAN AREA (CON'D)</u>								
Dept. of Health and Human Services Hubert Humphrey Building Washington, DC	HHS	Joe Lorenz DHHS Washington, DC 20201 245-2153	Local Hotels	3	100	Audi- toriums 100 (1) 520 (1)	Yes	No
The HHS SW. Career Education Institute Washington, DC	HHS	Jim Ross HHS SW. Career Education Institute Reporter's Building 300 Seventh Street, NW. Washington, DC 20024 (202) 245-9076	Local Hotels	9	18-20	30	Yes	No
HUD National Training Center Columbia, Maryland	HUD	Jeff McArthur HUD National Training Cntr. 5545 Sterett Place Columbia, MD 21046 (301) 755-5184	Local Hotels	5	150-200	Audi- torium 200	Local Restau- rants	No
FBI Academy Quantico, Virginia	DOJ	Will Ramsey FBI Academy Quantico, VA 22135 (703) 640-6131	For law enforcement community 650	14	50	1,000	Yes	Yes

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<u>DISTRICT OF COLUMBIA METROPOLITAN AREA (CON'D)</u>								
Legal Education Institute Department of Justice Washington, DC	DoJ	Karen Sherman, Director Legal Education Institute 1875 Connecticut Avenue, NW. Suite 1034 Washington, DC 20530 673-6372	Local Hotels	4	60-80 court- rooms	No	Local Restau- rants	No
Dept. of Labor (Plaza Level) Washington, DC	DoL	Norris Tyler Department of Labor 200 Constitution Ave., NW. Room S-1522 Washington, DC 20210 523-6434	Local Hotels	No	No	Audi- torium 250	Yes	No
Dept. of Labor Washington, DC	DoL	Carl Sanders Department of Labor 200 Constitution Ave., NW. Washington, DC 20210 523-7816	Local Hotels	11	60 (2) 30 (4) 15 (3) 20 (1) 17 (1)* *typing room	Audi- torium 250	Yes	No
Central Field Div. Civilian Personnel Command Arlington, Virginia	Navy	Therese Taylor 801 N. Randolph Street Ballston Tower 2 Arlington, VA 22203 (202) 696-4480	Local Hotels	2	30 (1) 25 (1)	No	Local Restau- rants	No

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<u>DISTRICT OF COLUMBIA METROPOLITAN AREA (CON'D)</u>								
Navy Material Command Crystal City, Virginia	Navy	Peggy Allen Chief of Naval Material MAT 021X Washington, DC 20360 692-8684	Local Hotels	2	30-40	No	Local Restau- rants	No
Office of Personnel Management 1900 E Street, NW. Washington, DC	OPM	Auditorium reservation and room information Office of Personnel Mgmt. 1900 E Street, NW. Washington, DC 20415 FTS 632-5501	Local Hotels	16	15-82	Audi- torium 286	Yes	No
Office of Personnel Management Thomas Circle Center Washington, DC	OPM	Tom Uttley Support Services Office of Personnel Mgmt. P.O. Box 7230 Washington, DC 20044 FTS 632-6028	Local Hotels	23	24-36	No	Yes	No
Office of Personnel Management 1100 L Street, NW. Washington, DC	OPM	Tom Uttley Support Services Office of Personnel Mgmt. P.O. Box 7230 Washington, DC 20044 FTS 632-6028	Local Hotels	3	24-36	No	Local Restau- rants	No

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<u>DISTRICT OF COLUMBIA METROPOLITAN AREA (CON'D)</u>								
Belmont Elkridge, Maryland	Smith- sonian	Mary Force 6555 Belmont Woods Elkridge, MD 20227 (301) 796-4300	25 and Local Hotels	6	10-35	40	Yes	No
Foreign Service Institute Rosslyn, Virginia	State	Perry Linder 1400 Key Boulevard Rosslyn, VA 22209 FTS 235-8758	Local Hotels	162	40 (2) 25 (10) 4-6 (150)	2 Audi- toriums 140	Local Restau- rants	No
IRS National Training Center Crystal City, Virginia	Treasury	Louise Roberts Internal Revenue Service National Training Center 2221 Jeff. Davis Highway Crystal Plaza Bldg. 6 Arlington, VA 22202 557-7641	Local Hotels	8	20-30	No	Yes	No